GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

APPLICANTS WHO PREVIOUSLY APPLIED FOR VA # CFSA-04-A109 NEED NOT RE-APPLY

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-04-A128	POSITION:	MONITOR ,MS-301-13
OPENING DATE: 09-23-04	CLOSING DATE:	10-07-04
IF "OPEN UNTIL FILLED"	SALARY RANGE:	\$62,268 - \$81,246 Per Annum
FIRST SCREENING DATE: WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
WORK SITE. WASHINGTON, D.C.		Moriday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSI	DERATION: UNLIMITED
AGENCY: OD,ODDLM,LMA,CPAMD	NO. OF VACANCI	ES: ONE

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The Incumbent provides leadership in program monitoring and provides assurance that venders perform in accordance with standards and specifications delineated in the contract. Monitors monthly meeting with vendors; reviews the Annual Vendor Performance Evaluations, oversees the matching of clients' needs with a foster/group home or pre-adoptive home. Screens vendor proposals to determine compliance with contracting procedures; ensures that children are placed in licensed/certified facilities. Supervises administrative and technical support staff; interviews staff and makes recommendations for hiring, arranges training opportunities; assigns and review work and special projects, evaluate the performance of subordinates and conducts staff meetings to clarify problems and obtain status reports. Coordinates and assures allocation of needed services, incentives and resources. Monitors the quality of services provided and makes recommendations to the Program Manager for termination and increasing services. Prepares administrative briefings for Program Managers on identified issues, concerns in order to take appropriate contract action. Keeps abreast of contracting and social work issues and techniques. Provides information to staff on new developments. Attends meetings and conferences to keep abreast of trends to develop new approaches in program implementation.

QUALIFICATION REQUIREMENTS:

- One year specialized supervisory experience equivalent to at least the next lower grade which has equipped the
 applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is
 typically in or related to the work of the position to be filled.
- Candidate with a Masters in Social Work (MSW) and Independent Clinical Social Worker License (LICSW) is desired.

SELECTIVE PLACEMENT FACTORS: None

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

- 1. Demonstrated ability to supervise and to direct the day to day activities of professional and support staff to ensure the families and children receive services;
- 2. General knowledge of theories and methods of psychosocial assessment and intervention;
- 3. Basic knowledge of local, state and federal laws and regulations affecting social and health services;
- 4. Demonstrated skills in writing and developing plans, policies and evaluation reports; and
- 5. Comprehensive knowledge of local collaborative, consortium and interdisciplinary initiatives that seek to improve delivery of service.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUGE STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

> MAIL TO: Child and Family Services Agency

Office of the Deputy Director for

Washington, D.C. 20024 **Human Resources**

WALK-INS:

955 L'Enfant Plaza, 5th Floor

400 6th Street, SW Washington, DC 20024

TO APPLY:

FAX TO: (202) 727-5750 WEB SITE: www.cfsa.dc.gov

> TELEPHONE: (202) 724-7373 EMAIL TO: cfsajobs@cfsa-dc.org

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBLILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.